

## ONLINE COUNSELING

for

### Admission in B-Tech Ist Year Degree Courses in Uttarakhand during 2018-19

Uttarakhand Technical University, Dehradun (UKTU) is holding **online counseling** for admission to 1<sup>st</sup> Year B-Tech (Full-time) courses in Govt/Constituent/Private Technical Colleges in the state based on JEE-Main-2018 rankings

#### ***DEPOSIT COUNSELING FEE ONLINE (DURATION 7/06/2018 to 16/06/2018)***

- 1. Counseling Fee:** To participate in online counseling, every candidate irrespective of his/her category has to deposit a non-refundable counseling fee of Rs.2000/- during 1st round of counseling from **7/06/2018 to 16/06/2018**. In order to deposit the above-mentioned fee, candidates visit counseling website <http://ukcounseling.nic.in> and click on "Pay Counseling Fees" option and by giving their JEE-Main Roll Number, Application number and Date of birth and pay counseling fee online using debit card, credit card and netbanking. After successfully payment of counseling fees the student is advised to take print out of receipt for further use.

#### ***ONLINE REGISTRATION (7/06/2018 to 16/06/2018)***

- 2. Online Registration:** For 1<sup>st</sup> round, the Online Registration Process will start from 7<sup>th</sup> June and remains open till 16th June 2018 (till 12.00 midnight). **Candidates are advised to keep the copy of their JEE-Main-2018 Admit Card along with them at the time of online registration;** it will help them in submitting the mandatory inputs required for registration.
- 3.** Having paid the counseling fee online, the candidate shall open the counseling website (<http://ukcounseling.nic.in>) and has to go to "New Registration" option for registration. Carefully read the instructions given on the "Candidate's Agreement" section and select the "I Agree" to continue.
- 4.** On Registration Form, the following are mandatory parameters for successful registration i.e., JEE-Main Roll No. and JEE-Main Registration No.(both having 8 numeric digits), Candidate name and Date of Birth (as per JEE-Main admit card).
- 5.** In case there is a problem in registration; Candidates can contact Help Centre Numbers given on the Counseling-website. If all the above four parameters/inputs are correctly entered and found true, then a new registration screen will appear, where the candidate has to fill-in and confirm the following details, which shall be used later on for filling

of choices of branches and allotment of seat using the candidate's "User ID" which is his/her JEE-MAIN Roll No. and "Password" generated as under by the candidate:-

- State of Domicile: It will be either "Other-State" or "Uttarakhand Domicile" or "other state but 10+2 pass out from Uttarakhand"
  - "Other State but 10+2 pass out candidates from Uttarakhand" i.e. all the candidates having Academic Uttarakhand Domicile (i.e all Gen/SC/ST categories candidates including Women/Girls) will be considered as "Other-State" candidates and shall also be considered for "General Open Category" seats under "Uttarakhand State Quota".
  - Candidates may also like to refer the brief "Guidelines of Counseling (in Hindi)" available on website for their queries relating to Govt.Reservation-rules etc.
  - "Candidates having state of domicile as Uttarakhand" can apply for seats under "Tuition Fee Waiver (FW)" scheme, which is only for those candidates whose Parent Annual Income from all sources is below Rs:4.5 Lac for current financial year. Such candidates may refer the copy of the Uttarakhand Govt Order available on the website before applying under it.
- Gender: Male/Female
- Category: Gen/SC/ST/OBC
  - Categories available under "Other-State" and "other state but 10+2 pass out from Uttarakhand" are General, SC and ST where as
  - Categories available under "Uttarakhand Domicile" are General, SC, ST and OBC.
- Sub-Category: PH / AF / FF / KM
  - Sub-Categories which can be opted under "Other-State" and "other state but 10+2 pass out from Uttarakhand" are Physically Handicapped(PH) and Kashmiri Migrant (KM)
  - Sub-Categories which can be opted under "Uttarakhand Domicile" are Armed Forces(AF), Freedom Fighter(FF), Physically Handicapped(PH) and Kashmiri Migrant (KM)
- Father's Name:
- Mobile No: (so as to have their allotment result conveyed through SMS)
- Security Question: (it will help incase one forgot his/her password)
- Your security Question Answer:-
- Choose Password: (Password must be of 6-12 characters, must have atleast one special character, one upper case character, one lower case character & one numeric value. Example- Test\$123)
- Confirm password:

**Candidate should take utmost care while submitting above-mentioned details; it cannot be changed once submitted and confirmed.**

6. After submitting the above-mentioned details, candidate will get a confirmation

message for successful registration. In case the confirmation message is not displayed the candidate has to re-register once again.

7. It is in the interest of Candidates to remember their Password and keep it highly confidential to avoid misuse by another candidates; for which UKTU or NIC shall not be held responsible. **Candidates are advised not to share their passwords with anyone, particularly with Cyber-cafes/Engineering Colleges from where they are doing online counseling.**
8. After successful registration, Candidates can take the Print-out of their Registration Details and keep it safe for future reference.
9. User-id or Login-ID for accessing the counseling website would be candidate's JEE-MAIN-Roll-Number.
10. Candidates may continue the choices filling work at this stage itself or may Logout/exit from the system and carry out Choices Filling work later on after LOGIN using "LOGIN" option available on home page of <http://ukcounseling.nic.in> . Here the candidate has to give User-ID, Password and has to type the Green Colored characters/numbers in the box exactly same as they are appearing on the screen before submitting Candidates.

### ONLINE CHOICES FILLING FROM (7/06/2018 to 16/06/2018)

#### 11. ONLINE FILLING OF CHOICES

(a) After successful login, candidate's homepage is opened and following options are displayed:

- **Registration Details:** To view Registration Details confirmed at the time of registration.
- **Edit Registration:** Any mistake can be corrected in the above through "Edit Registration" option, if not confirmed earlier.
- **Available Choices:** Shows the **Total Seats Available** in various Institutes/branches based on student's category/sub-category.
- **Fill Choices:** Here the Candidates can fill their choices in order of their preferences of Institutes and Courses available. Candidates having Uttarakhand Domicile and opted for "**Tuition Fee Waiver (TFW) Scheme**" at the time of registration have to select the **seats earmarked under TFW** in addition to normal seats at the time of submission of their choices, other-wise they won't be allotted any seats under TFW quota. Candidates are advised to fill as many choices as they want and it is in the interest of the candidates to fill maximum available choices so that they can get a seat of their choice in 1<sup>st</sup> round itself. Candidates are advised to keep on saving their filled choices on regular intervals

so as to avoid the data loss and time due to failure of internet connectivity or power-cut. It is not necessary to complete all the choices in one go, they can change or alter their choices as many times as they want but within the specified time/period. They can **Lock their choices** (system will ask password for locking) when they are sure that all their choices are properly filled-in as per their preferences. **Care:** At the time of closing of 1<sup>st</sup> round, all the unlocked choices will be locked automatically by the system.

- **Filled Choices:** It displays all the choices entered by the Candidate. Candidates can also **Un-lock or Lock** their choices (using password) under this option.
- **Changed Password:** Password can be changed through this option.
- **Allotment Letter:** Through this option, candidate can generate and print his/her Provisional Allotment Letter after the seat allotment.
- **Seat Breakup:** Through this option, candidate can see **category/sub-category wise** Seats Available in various Institutes/ branches based on student's own category/sub-category.
- **Logout:** Candidates can logout using this option. Candidates are also advised to close the window/browser after logout.

Candidates may take the print out of their filled choices and duly signed copy of the same may be submitted at the time of taking admission in the respective Institutes/Colleges.

### Seat Allotment & Result Declaration on 18<sup>th</sup> JUNE 2018 after 5:00 Pm

**Allotment of seat:** Seat Allotment is based on the choices submitted by the candidates. After the "online Registration & Choices filling" period is over in the 1<sup>st</sup> round, i.e. on 16<sup>th</sup> June 2018 (till 12.00 midnight), the filled choices of all registered candidates will be considered and the seats will be allotted as per the merit/Rankings and respective categories/sub-categories of the candidates, the choices opted by the candidates in order of their preferences and availability of seats under various Institutes/Branches under All-India & State Quota respectively.

13. **Result Declaration:** On the date of result declaration, candidates can take printout of their **provisional allotment letters** from the website <http://ukcounseling.nic.in> after login in to system. Allotment of seats is purely provisional and is subject to verification of original certificates and payment of institute fee etc, at the time of reporting at allotted Institutes/Colleges.

14. Allotment results will also be conveyed through SMS to all those candidates who had

submitted their mobile numbers correctly at the time of registration.

### **Reporting at Allotted Institutes/Colleges from 19<sup>th</sup> To 23<sup>rd</sup> June'2018**

The process of reporting the candidates at allotted Institutes/Colleges is also **ONLINE** and is to be carried out by the respective Institutes/Colleges.

16. **Candidates are required to report at allotted Institutes/Colleges with in the specified period i.e. from 19<sup>th</sup> to 23<sup>rd</sup> June 2018** along with necessary admission fees and all the eligibility documents/testimonials/certificates (as listed in their provisional letter or on the basis of which they want to take admission). The fee details, mode of payment and other information candidate must obtain from the respective college website. This information will not be given by the respective college helpline numbers.

17. The Institute/College will verify all the necessary documents of the candidates physically. **If any of the documents found missing or invalid, the allotted seat of the candidate will be cancelled.**

18. **If all the desired documents are o.k., the Institutes/Colleges have to access the counseling website with their login-ids/passwords.**

Here after entering the roll-number, the concerned candidate has to himself/herself type his/her password; then only the Institute/College can tick all the check-boxes of desired documents on the screen and generate the formal Allotment/Admission Letter of the candidate. Unless all the check-boxes are ticked, they won't be able to generate the Admission Letter. After depositing necessary fees etc, the reporting part of candidate shall be over and for seat up-gradation, he/she can participate online in 2<sup>nd</sup> round of counseling.

19. If candidates do not report or refuses for admission within the specified period, their allotted seat shall be cancelled and the candidates shall not have any claim on the seat, whatsoever. However they may take part in 2<sup>nd</sup> counseling.

20. **Candidates must note that the last date of reporting in allotted Institutes/Colleges is 23<sup>rd</sup> June 2018 for 1<sup>st</sup> round of Counseling**

To Participate in 2<sup>nd</sup> Round, Please see the document "Instructions for 2<sup>nd</sup> Round" available on website <http://ukcounseling.nic.in>

For any further details, candidates can use the following Help Line numbers of Uttarakhand Technical University (UKTU), Dehradun:

**Emai-ID:** [counseling@uktech.ac.in](mailto:counseling@uktech.ac.in)

**Address:** Uttarakhand Technical University  
Chandanwadi, Prem Nagar  
Sudhowala, Dehradun (Uttarakhand)  
Pin - 248007

**Website:** [www.uktech.ac.in](http://www.uktech.ac.in)